TANDBERG

Management Server

Quick Setup Guide

D13939 Rev 04

This document is not to be reproduced in whole or in part without permission in writing from:

TANDBERG

Trademarks and Copyright

All rights reserved. This document contains information that is proprietary to TANDBERG. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means, electronically, mechanically, by photocopying, or otherwise, without the prior written permission of TANDBERG. Nationally and internationally recognized trademarks and trade names are the property of their respective holders and are hereby acknowledged.

Contains iType™ from Agfa Monotype Corporation.

Disclaimer

The information in this document is furnished for informational purposes only, is subject to change without prior notice, and should not be construed as a commitment by TANDBERG. The information in this document is believed to be accurate and reliable; however TANDBERG assumes no responsibility or liability for any errors or inaccuracies that may appear in this document, nor for any infringements of patents or other rights of third parties resulting from its use. No license is granted under any patents or patent rights of TANDBERG.

This document was written by the Research and Development Department of TANDBERG, Norway. We are committed to maintain a high level of quality in all our documentation. Towards this effort, we welcome you to Contact us with comments and suggestions regarding the content and structure of this document.

Copyright © 2007 TANDBERG. All rights reserved. TANDBERG is a registered trademark of TANDBERG ASA and/or its subsidiaries in the United States and/or other countries.

Environmental Issues

Thank you for buying a product, which contributes to a reduction in pollution, and thereby helps save the environment. Our products reduce the need for travel and transport and thereby reduce pollution. Our products have either none or few consumable parts (chemicals, toner, gas, paper) and low energy consuming products.

Waste handling

There is no need to send any products or material back to TANDBERG as there are no consumables to take care of. Please contact your local dealer for information on local waste handling and recycling of electronic products.

Production of products

Our factories employ the most efficient environmental methods for reducing waste and pollution and ensuring the products are recyclable.

Digital User Manuals

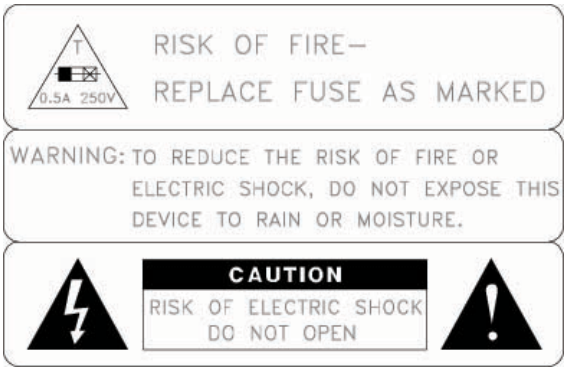
TANDBERG is pleased to announce that it has replaced the printed versions of its User Manuals with a digital CD version. The environmental benefits of this are significant. The CDs are recyclable and the savings on paper are huge. A simple web-based search feature helps users directly access the information they need. If desired, the user manuals on the CD can still be printed locally.

Operator Safety Summary

For your protection, please read these safety instructions completely before operating the equipment and keep this manual for future reference. The information in this summary is intended for operators. Carefully observe all warnings, precautions and instructions both on the apparatus and in the operating instructions.

Equipment Markings

The lightning flash symbol within an equilateral triangle is intended to alert the user to the presence of uninsulated “dangerous voltages” within the product’s enclosure that may be of sufficient magnitude to constitute a risk of electrical shock.
The exclamation mark within an equilateral triangle is intended to alert the user to the presence of important operating and maintenance (servicing) instructions accompanying the equipment.



Warnings

- Water and moisture - Do not operate the equipment under or near water - for example near a bathtub, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool or in areas with high humidity.
- Cleaning - Unplug the apparatus from the wall outlet before cleaning or polishing. Do not use liquid cleaners or aerosol cleaners. Use a lint-free cloth lightly moistened with water for cleaning the exterior of the apparatus.
- Ventilation - Do not block any of the ventilation openings of the apparatus. Install in accordance with the installation instructions. Never cover the slots and openings with a cloth or other material. Never install the apparatus near heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
- Grounding or Polarization - Do not defeat the safety purpose of the polarized or grounding-type plug. A polarized plug has two blades with one wider than the other. A grounding type plug has two blades and a third grounding prong. The wide blade or third prong is provided for your safety. If the provided plug does not fit into your outlet, consult an electrician.
- Power-Cord Protection - Route the power cord so as to avoid it being walked on or pinched by items placed upon or against it, paying particular attention to the plugs, receptacles, and the point where the cord exits from the apparatus.
- Attachments - Only use attachments as recommended by the manufacturer.
- Accessories - Most systems should only be used with a cart, stand, tripod, bracket, or table specified by the manufacturer, or sold with the apparatus. When a cart is used, use caution when moving the cart/apparatus combination to avoid injury from tip-over.
- Lightning - Unplug this apparatus during lightning storms or when unused for long periods of time.

- Servicing - Do not attempt to service the apparatus yourself as opening or removing covers may expose you to dangerous voltages or other hazards, and will void the warranty. Refer all servicing to qualified service personnel.
- Damaged Equipment - Unplug the apparatus from the outlet and refer servicing to qualified personnel under the following conditions:
    - When the power cord or plug is damaged or frayed
    - If liquid has been spilled or objects have fallen into the apparatus
    - If the apparatus has been exposed to rain or moisture
    - If the apparatus has been subjected to excessive shock by being dropped, or the cabinet has been damaged
    - If the apparatus fails to operate in accordance with the operating instructions

Contact us

If you have any questions, comments or suggestions, please see the Online Support service at www.tandberg.com

It is also possible to send a fax or mail to the attention of:

Product and Sales Support
TANDBERG
P.O. Box 92
1325 Lysaker
Norway
Tel: +47 67 125 125
Fax: +47 67 125 234

End-User License Information

IMPORTANT: THE USER MANUAL CD FOR THIS PRODUCT CONTAINS IMPORTANT TERMS AND CONDITIONS INCLUDING END USER LICENSE AGREEMENTS. THE LICENSE AGREEMENTS SHOULD BE READ PRIOR TO USE. **USE OF THIS PRODUCT CONSTITUTES ACCEPTANCE OF THE TERMS OF THE LICENSES.**

Table of Contents

1 Introduction 9
2 Installation 10
2.1 Unpacking 11
2.2 Connecting cables 12
2.3 IP Address Setting Configuration 13
2.3.1 IP setting configuration: 13
3 Product Registration and Updates 15
3.1 Security Updates 15
4 General Use 16
4.1 Restart and shutdown 16
4.1.1 How to restart the Management Server 16
4.1.2 How to shutdown the Management Server 17
4.2 Client Software Requirements 17
5 Administrator Settings 19
5.1 Operating System Settings 19
5.2 TANDBERG Management Suite Settings 20
5.3 Added systems 22

1 Introduction

The TANDBERG Management Server is a server that comes with the TANDBERG Management Suite (TMS) pre-installed.

This guide will take you through the initial steps of setting up the TANDBERG Management Server before first time use.

Please refer to the *Getting Started* section of the *TANDBERG Management Suite Installation Manual – Getting Started* as well as the *TANDBERG Management Suite Administrator's Guide* for further information on how to configure TMS.

2 Installation

Precautions:

- Never install communication wiring during a lightning storm.
- Never install jacks for communication cables in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninstalled communication wires or terminals unless the communication line has been disconnected at the network interface.
- Use caution when installing or modifying communication lines.
- Avoid using communication equipment (other than a cordless type) during an electrical storm. There may be a remote risk of electrical shock from lightning.
- Do not use the communication equipment to report a gas leak in the vicinity of the leak.
- Always connect the product to an earthed socket outlet.
- The socket outlet shall be installed near to the equipment and shall be easily accessible.
- Never install cables without first switching the power OFF.
- This product complies with the following directives:
    - LVD 73/23/EC, EMC 89/366/EEC, R&TTE 99/5/EEC,
    - Directive 73/23/EEC (Low Voltage Directive)
        - Standard EN 60950-1
    - Directive 89/336/EEC (EMC Directive)
        - Standard EN 55022, Class A
        - Standard EN 55024
        - Standard EN 61000-3-2/-3-3
    - Approved according to UL 60950-1 and CAN/CSA C22.2 No. 60950-1-03
    - Complies with FCC15B Class A

2.1 Unpacking

To avoid damage to the unit during transportation, the Management Server is delivered in a special shipping box, which should contain the following components:

- User Manual and other documentation on CD.
- Rack-ears, screws and screwdriver.
- Cables:
  - Power cable
  - Ethernet cable
- TANDBERG Management Server

Installation site preparations

- Make sure that the Management Server is accessible and that all cables can be easily connected.
- For ventilation: Leave a space of at least 10cm (4 inches) behind the Management Server's rear panel and 10cm (4 inches) in front of the front panel.
- The room in which you install the Management Server should have an ambient temperature between 0°C and 35°C (32°F and 95°F) and between 10% and 90% non-condensing relative humidity.
- Do not place heavy objects directly on top of the Management Server.
- Do not place hot objects directly on top, or directly beneath the Management Server.
- Use a grounded AC power outlet for the Management Server.

Rack Mounting (optional)

The Management Server comes with rubber feet for standalone installation and brackets for mounting in standard 19" racks.

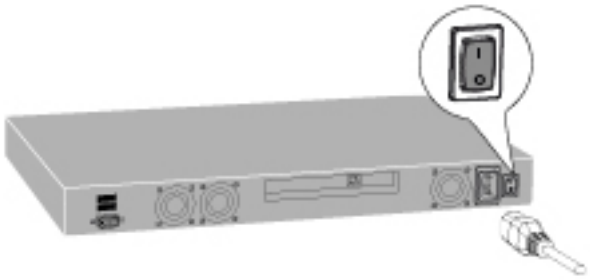
Before starting the rack mounting please make sure the TANDBERG Management Server is placed securely on a hard flat surface.

1. Disconnect the AC power cable.
2. Make sure that the mounting space is prepared according to the 'Installation site preparations' above.
3. Attach the brackets to the Management Server on both sides of the unit.
4. Insert the Management Server into a 19" rack, and secure with screws in the front (four screws).

2.2 Connecting cables

LAN cable
Connect a LAN cable from the ‘LAN 1’ connector on the Management Server to your network. The LAN 2, 3 and 4’ connectors are not used and should be left open.

Power cable
Connect the system power cable to an electrical distribution socket. Press the power switch button at the back side to ‘1’ to turn on the Management Server. On the front panel of the system the power indicator LED, marked ‘Pwr’, will light up.



2.3 IP Address Setting Configuration

The Management Server requires the IP Address Settings to be configured before it can be used. IP Address Configuration can be made using the LCD Panel.

Front view of the Management Server with the LCD panel:

LCD Panel buttons and their functions:

	Up and Down arrows	Used to select items in the menu, move between values in a numerical address and modify numerical values.
	Enter	Used to enter the edit mode and confirm selection or entry.
	Return	Used to return to the previous menu screen or exit the edit mode without saving the latest entry.

2.3.1 IP setting configuration:

The LCD panel allows you to set the IP address configuration.

1. Press Enter to display the **Main Menu** screen.
2. From the **Main Menu** screen, use the Up or Down arrow to select **IP Settings**.
3. Press Enter to confirm your selection.
4. From the **IP Settings** menu, use the Up or Down arrow to select **IP Address** and press Enter twice to start the edit mode.

5. Move between characters by using the Up and Down arrows. Edit values by pressing Enter and using the Up or Down arrow to modify. Press Enter again to confirm the value, or press Return to restore the value to its previous state.
6. When finished editing the address, press Return. You will be asked to confirm your address entry on the following screen. At the **Save Changes?** Prompt, use the Up or Down arrow to select **Yes** and press Enter to confirm.
7. Press Return to go back to the **IP Settings** menu.
8. Use the Up or Down arrow to select **Subnet Mask** and press Enter twice.
9. Repeat steps 5-6 to enter the **Subnet Mask** address.
10. Press Return to go back to the **IP Settings** menu.
11. Use the Up or Down arrow to select **Default Gateway** and press Enter twice.
12. Repeat steps 5-6 to enter the **Default Gateway** address.

3 Product Registration and Updates

You need to register the product if you would like to receive an email from TANDBERG Constant Care Services when Management Server updates to the TANDBERG Management Server become available. You can also check the following ftp site for all available downloads:
http://ftp.tandberg.net/pub/software/tms/

3.1 Security Updates

All relevant security updates for the TANDBERG Management Server are available from the following ftp site: http://ftp.tandberg.net/pub/software/tms/security_updates/.

IT IS IMPORTANT THAT YOU DOWNLOAD AND INSTALL ALL SECURITY UPDATES FROM THE TANDBERG FTP SITE BEFORE USING THIS PRODUCT. YOU SHOULD ALSO CHECK THIS SITE REGULARLY TO SEE IF NEW SECURITY UPDATES ARE AVAILABLE.

Installation of security updates and software upgrades on the Management Server should always be done using the local default administrator account.

4 General Use

TANDBERG Management Server

The Management Server should always be turned on.

The unit itself should not be available to users at any time.

If the system does not respond:

- Check the LCD panel to determine if the unit is switched on and 'live'.
- Make sure that the Management Server is switched on by using the On/Off switch located at the rear of the unit.
- Restart the Management Server using the LCD panel. For details, see section 3.1, *Restart and shutdown*.

4.1 Restart and shutdown

The server can be restarted and shutdown via the LCD panel.

4.1.1 How to restart the Management Server

1. Press Enter to display the **Main Menu** screen.
2. From the **Main Menu** screen, use the Up or Down arrow to select **Commands**.
3. Press Enter to confirm your selection.
4. From the **Commands** menu, use the Up or Down arrow to select **Restart** and press Enter.
5. You will be asked to confirm this action on the following screen. At the **Restart?** prompt, use the Up or Down arrow to select **Yes** and press Enter to confirm.

4.1.2 How to shutdown the Management Server

1. Press Enter to display the **Main Menu** screen.
2. From the **Main Menu** screen, use the Up or Down arrow to select **Commands**.
3. Press Enter to confirm your selection.
4. From the **Commands** menu, use the Up or Down arrow to select **Shutdown** and press Enter.
5. You will be asked to confirm this action on the following screen. At the **Shutdown?** prompt, use the Up or Down arrow to select **Yes** and press Enter to confirm.

NOTE:	Please note that there is currently no indication on the LCD panel to tell the administrator that the machine has shut down and that it is safe to turn off the server. Typically server is in a state that it is safe to shutdown within a few minutes.

4.2 Client Software Requirements

Minimum requirements:

- Microsoft Internet Explorer 5.5 or newer
- Mozilla Firefox 1.5 or newer
- Java Virtual Machine Runtime Engine (JRE) 1.5.0

Recommended requirements:

- Microsoft Internet Explorer 6.0 or newer
- Mozilla Firefox 1.5. or newer
- Java Virtual Machine Runtime Engine (JRE) 1.5.0

Java Virtual Machine Runtime Engine is required for using the Monitoring pages in TMS. The JRE will automatically be downloaded and installed from the Internet if it is not found on the client. If the client does not have Internet access, the JRE can be downloaded directly from the TMS server. The path is found in the Monitoring section in the TMS help texts (click the question mark in the upper right corner of the screen in any TMS page).

Windows versions prior to Windows NT 4.0 Service Pack 4 are not recommended on client workstations. Note that if you are using Windows NT 4.0 SP4 or Windows 2000 client workstations, authentication may fail as the default setting for LAN Manager Authentication Level is ‘Send LM & NTLM responses’. This should be set to 'Send LM & NTLM – use NTLMv2 session security if negotiated'. You find the LAN Manager Authentication Level setting in Local Policies > Security Option in Control Panel > Administrative Tools > Local Security Policy.

5 Administrator Settings

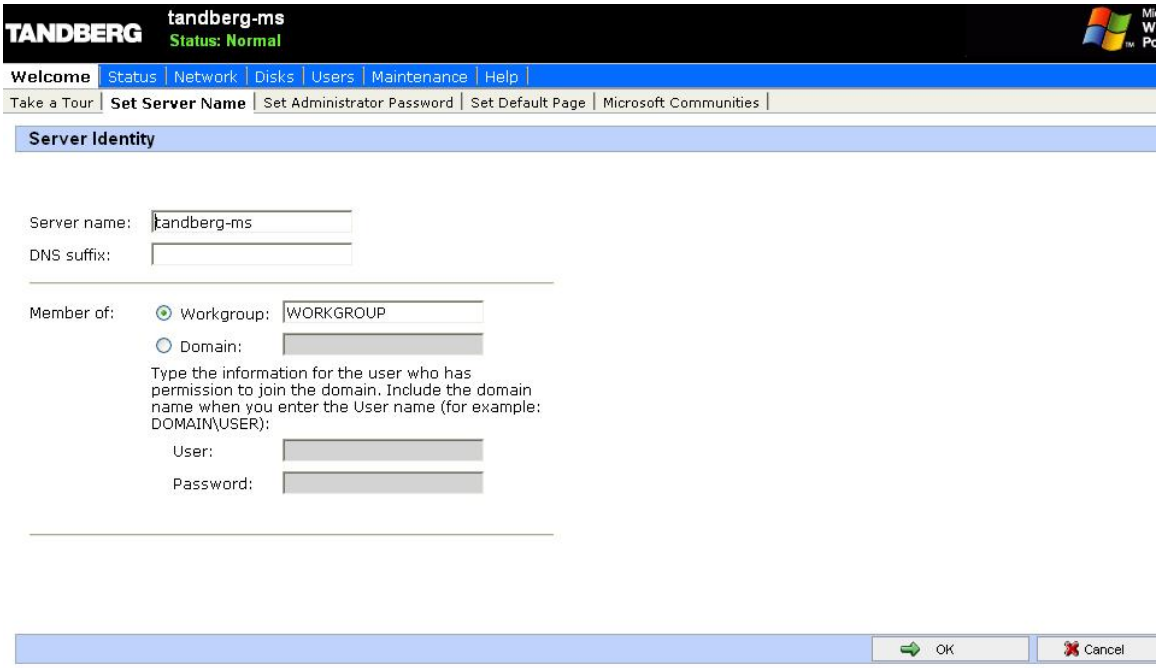
Before the TANDBERG Management Server can be taken into use, some basic settings need to be configured.

5.1 Operating System Settings

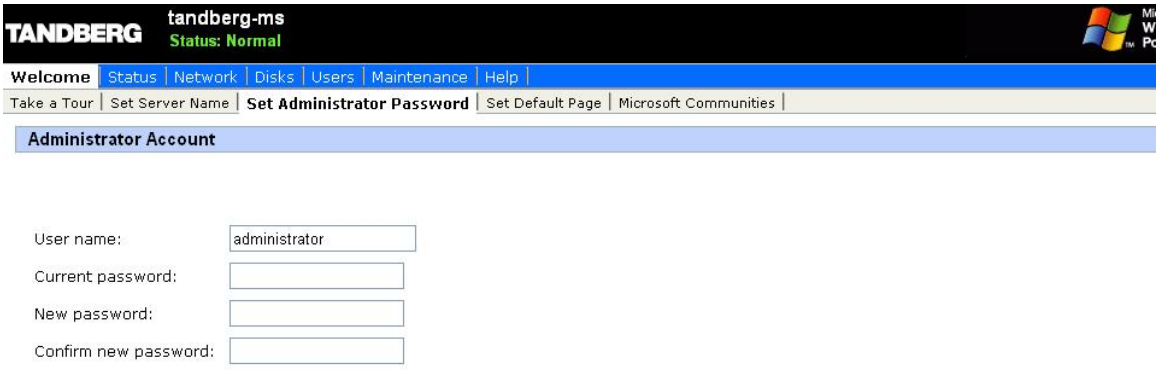
You can access the Web User Interface for Microsoft Windows Server administration to configure operating system settings.

1. Start a web browser and enter the address **https://<ManagementServerIPAddress>:8098**, where <ManagementServerIPAddress> is the IP address of the Management Server.
2. When prompted for login, enter the username **administrator** and password **TANDBERG**.

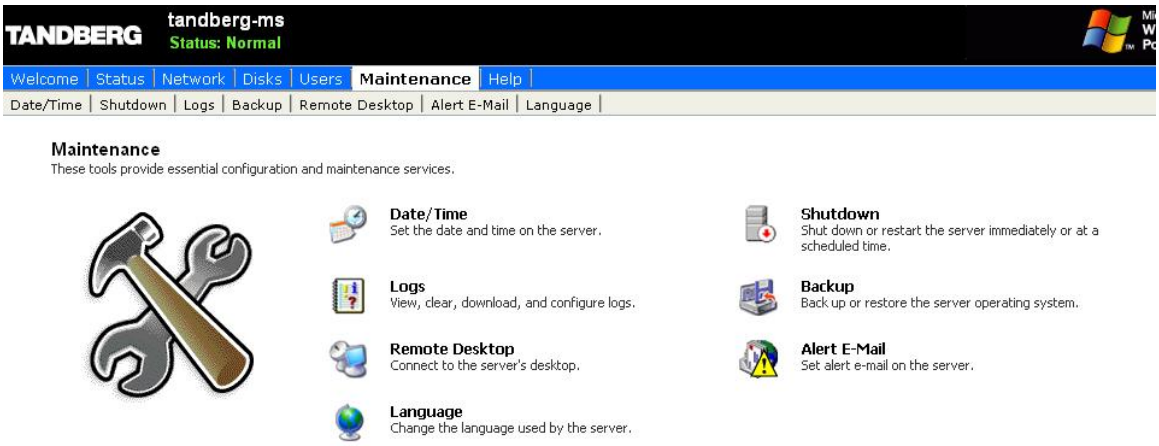
To set the server name and add it to a domain, select the Set Server Name menu item under the Welcome tab.



To set the password of the local administrator account, click the Set Administrator Password menu item under the Welcome tab.



From the Maintenance tab, you can set the date, time and time-zone.

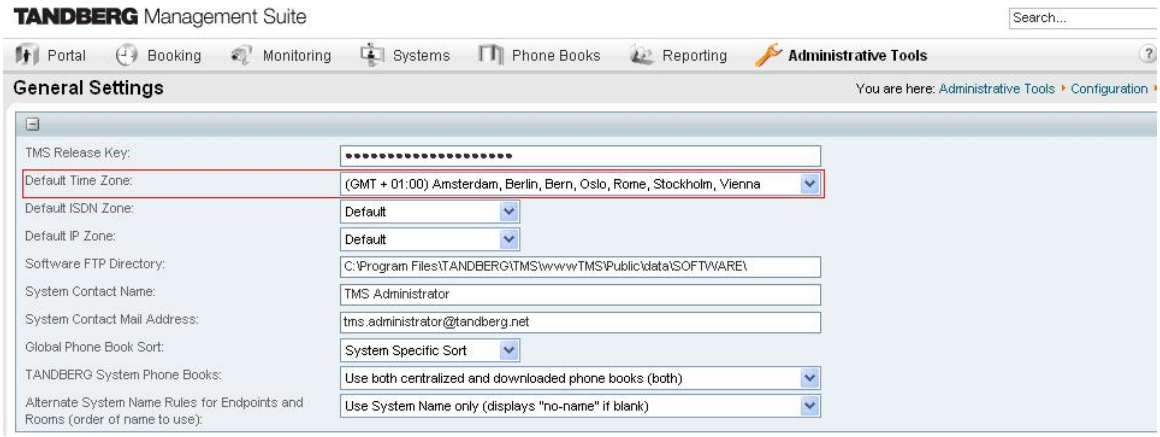


5.2 TANDBERG Management Suite Settings

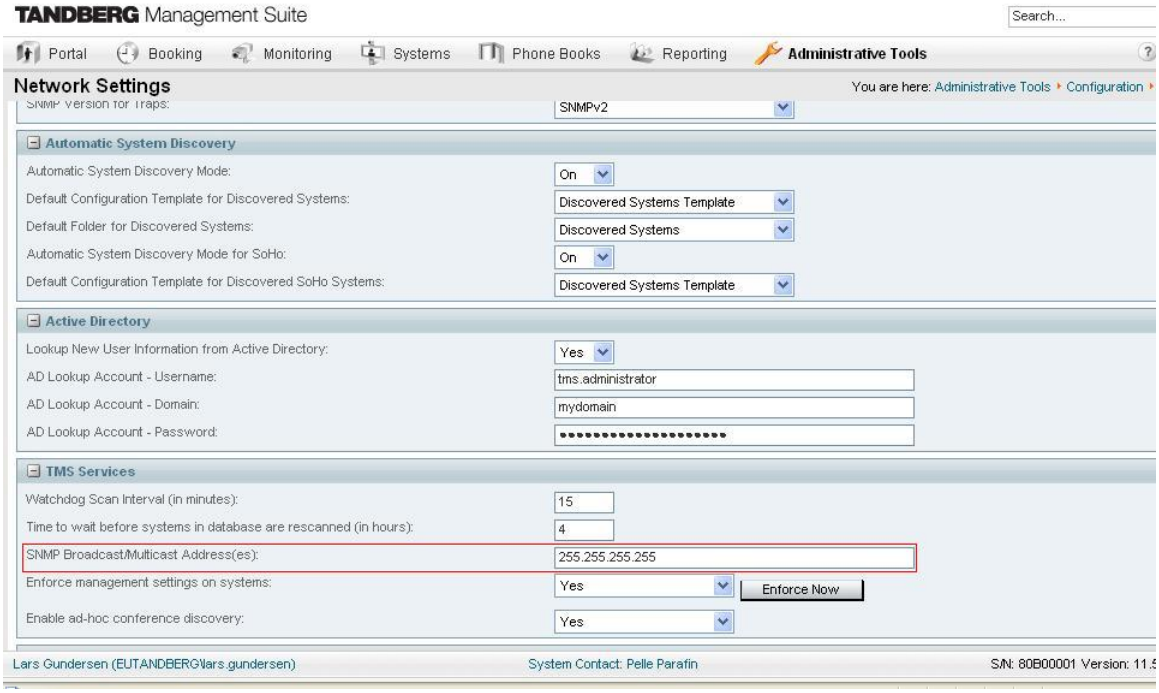
You can access the Web User Interface for the TANDBERG Management Suite (TMS) to configure TMS settings.

1. Start a web browser and enter the address of the Management Server.
2. When prompted for login, enter the username **administrator** and password **TANDBERG**.
3. Click on the Administrative Tools menu item.

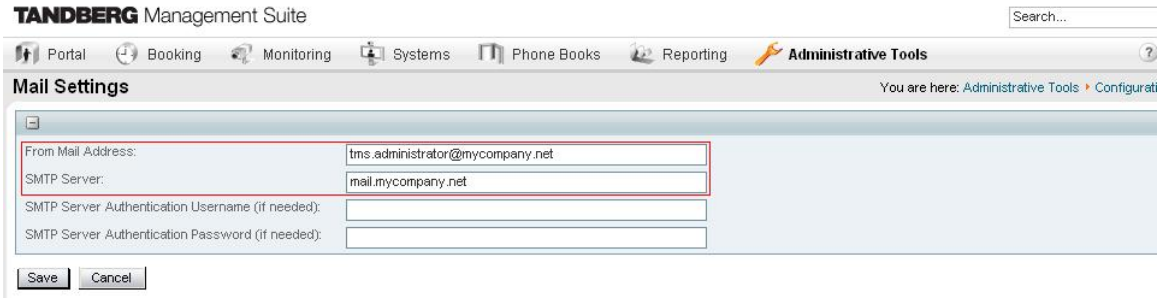
Set the Default Time Zone to where the majority of the TMS users are situated to simplify user setup.



Select the Administrative Tools > Configuration > Network Settings menu item and scroll down to the TMS Services section to set the scan range TMS uses to search for new systems. By default TMS scans the entire network for systems, i.e. sends a broadcast to the address '255.255.255.255'.



Select the Administrative Tools > Configuration > Mail Settings menu item to set the SMTP server TMS will use to send emails and the email address these will be sent from.



5.3 Added systems

The TANDBERG Management Server comes with automatic registration of systems enabled. TMS will therefore after turning it on the first time, search the network for systems. These systems will be added in folder called 'Discovered Systems' under Systems – Navigator, and will be given a default template that contains the IP-Zone and a phonebook containing all the systems in TMS.

If you wish to turn off automatic registration of systems or change settings on this feature, go to Administrative Tools➤ Configuration➤Network and locate the panel called Automatic System Discovery. Here you will see a drop down for Automatic System Discovery Mode. Set this to 'Off'.

NOTE: Please make sure that the systems in your network are correctly configured with E.164 alias before installing TMS, to make sure that the phonebook is properly produced by TMS.